



## DEPARTMENT OF BOATING AND WATERWAYS

### JOB OPPORTUNITY

## STAFF SERVICES ANALYST (GEN)

**THIS POSITION IS SUBJECT TO DEPARTMENT OF BOATING AND WATERWAYS  
POST AND BID POLICY**

**FINAL FILING DATE:** **JUNE 19, 2006**

**SALARY:** Rg. A: \$2632 - \$3201  
Rg. B: \$2850 - \$3465  
Rg. C: \$3418 - \$4155

**TYPE OF APPOINTMENT:** Permanent/full time

**LOCATION:** Dept. of Boating and Waterways  
Boating Operations Division, Yacht & Ship Unit **FREE PARKING AT THIS LOCATION!**  
2000 Evergreen Street, Suite 100  
Sacramento, CA 95815-3888

**DUTIES:** Under the supervision of the Chief, Operations Division, and the direction of the Lead Analyst, the incumbent conducts routine field inspections of licensed brokers throughout California to audit vessel transactions files, and financial records. Recommend enforcement or corrective actions based on results of inspections. Coordinate with California District Attorney's offices to prosecute unlicensed activity in the boating industry. Work with marine and brokerage industry associations to foster a productive working relationship. Attend public meetings and represent the Department in association meetings and seminars. Travel extensively throughout California.

Under the direction of the Chief of Operations and with oversight from the Lead Analyst; the incumbent responds to complaints and initiate administrative, civil, and criminal investigations into allegations of fraud, dishonest dealings and unprofessional conduct against yacht brokers and salespersons. Some of these tasks include: monitor workload/caseload to assure proper handling, interview witnesses, inspect vessels, subpoena records, work with local law enforcement, analyze evidence and make recommendations to the Lead Analyst and management regarding proposed resolutions and appropriate disciplinary action. Gather and organize evidence to be submitted to the Attorney General and District Attorneys Offices for administrative action; testify at public hearings.

Provide support and oversight to the processing of yacht and ship broker applications, conduct background investigations on applicants, review criminal history backgrounds and determine eligibility for licensure, provide approval or propose denial of applications, answer technical questions concerning licensing requirements, provide interpretation of the Department's laws, rules and regulations to insure compliance requirements are met, score applicant examinations. Demonstrate high level of teamwork. Assist the Lead Analyst in reviewing and proposing regulations and legislative changes including analysis of program impact.

#### **DESIRABLE QUALIFICATIONS:**

- ☐ Knowledge and skill in investigative and interview techniques
- ☐ Background in legislative analysis and/or experience with interpretation and application of law.
- ☐ Experience and skill in professional case work necessitating prioritizing enforcement cases and special projects along with consulting on various issues requiring expertise in licensing, legislation and regulatory principles.
- ☐ Capable to extensive travel (approximately 25%) and the ability to work independently.

#### **REQUIRED QUALIFICATIONS:**

- ☐ Ability to pass background fingerprint check.

**WHO MAY APPLY:** Applications will be accepted from current state employees at the Staff Services Analyst (Gen) level, those within transfer range who meet the required and desirable qualifications, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., reinstatement, transfer, or list eligibility) on the state application.***

#### **ALL APPOINTMENTS ARE SUBJECT TO THE STATE RESTRICTION OF APPOINTMENT (SROA) PROVISIONS**

*This position has been designated in the Department's Conflict of Interest Code under Category 2. Therefore the successful candidate must file a Form 700 (Statement of Economic Interests) upon appointment and annually thereafter.*

**CONTACT:** Gina Ebling at (916) 263-8195

**HOW TO APPLY:** A completed standard State application (Std. 678) must be either received or postmarked by **JUNE 19, 2006**. Submit applications to: **Department of Boating and Waterways**

**Personnel Office**  
**2000 Evergreen Street, Suite 100**  
**Sacramento, CA. 95815-3888**

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants. An affirmative action employer – equal to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.